STANDARD FORM NO. 64

~~CONFIDENTIAL~~

Approved For Release 1999/08/27 : CIA-RDP78-04691A000100060008-8

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Services Division

FROM : Chief, Reproduction Branch

DATE: 28 August 1950

SUBJECT: Revised T/O

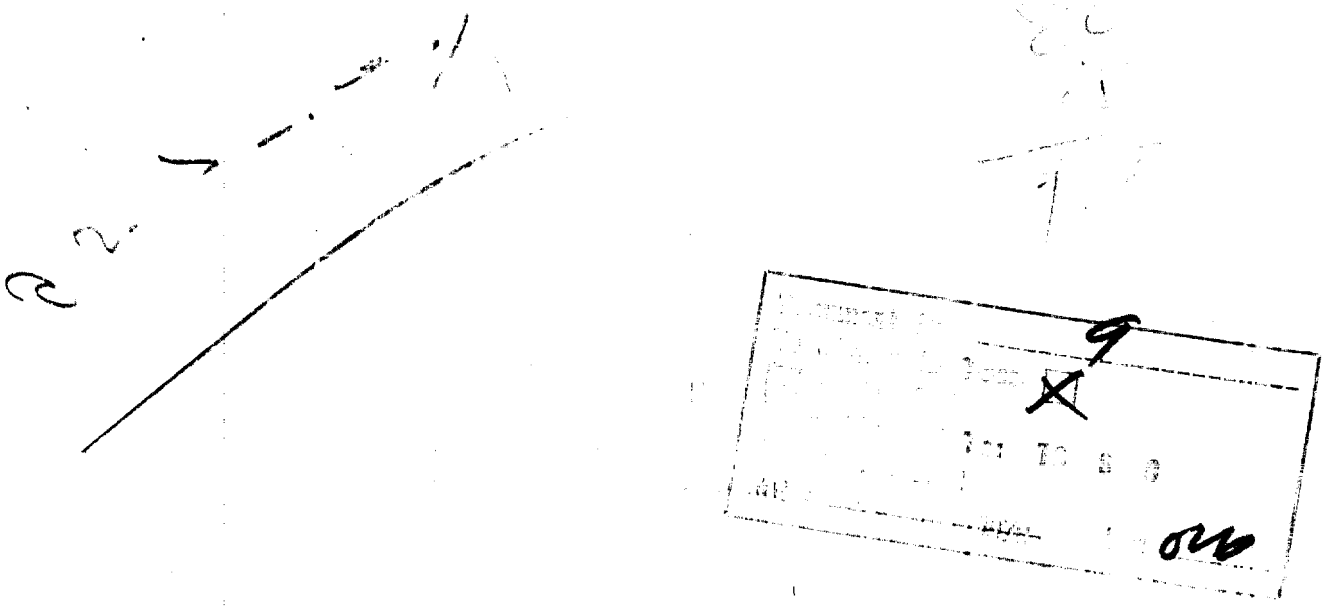
The attached list is a breakdown of the 15 additional slots recently allocated to the Services Division for duty in the Reproduction Branch as requested by your office.

It is recommended that emphasis be placed on the recruitment of jobs with asterisks as they are the most critical at this time. If personnel with experience can be hired, this will eliminate our having to train them, but, if they cannot, we will be only too happy to take trainees and train them in our own shop. Urgency in this matter will be greatly appreciated.

It is hoped that with this additional help our backlog can be eliminated and our overtime cut to a bare necessity.

[redacted] 25X1A9a

Attachment



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~~Photostat~~ Unit

2 Trimmers, ~~GS-2~~ UG-5
1 Ozalid Operator, GS-2

Microfilm Unit

1 Microphotographer, GS-3
1 Processor Operator, GS-3
* 1 Microtronic Operator, GS-4
1 Ozaphane Operator, GS-3

Special Photography Unit

* 3 Photographers, GS-3
* 2 ~~Colliders~~, GS-2

Offset & Platemaking Unit

* 2 Offset Pressmen, UG-9
1 Offset Press Operator UG-12

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